MINUTES
MAG ITS STRATEGIC PLAN UPDATE
REGIONAL ITS STAKEHOLDERS GROUP MEETING NO. 5

March 15, 2000
10:00 AM - 11:30 AM
MAG Office Building
302 North 1ˢᵗ Avenue
Phoenix, Arizona

ATTENDANCE

Sarath Joshua, MAG, Project Manager

Alan Sanderson, City of Mesa, Acting Chairman

Tim Wolfe, ADOT

Mary Kihl, ASU

Richard Janke, City of Glendale

Dale Thompson, MCDOT

Scott Nodes, City of Peoria

Mike Frisbie, City of Phoenix

Bob Ciotti, Phoenix Transit

Scott Miller, RPTA

Steve Ramsey, City of Scottsdale

Jim Decker, City of Tempe

Don Dey, TransCore

PROJECT TEAM

Henry Wall, Kimley-Horn and Associates

Tom Fowler, Kimley-Horn and Associates

Doug Sallman, Cambridge Systematics

1.   Project Introduction and Welcome

        Acting Chairman Alan Sanderson called the meeting to order at 10:15 AM.

2.   Approval of RISG Meeting No. 4 Minutes

        Acting Chairman Sanderson asked for additions or corrections to the RISG Meeting No. 4
        minutes from the January 19, 2000 RISG meeting. There were no additions or corrections and
        the minutes were approved.

3.   Progress Report

        3.1 Task 6, Review and Update User Service Focus, and Task 7, Identify and Screen ITS Market
        Packages
        Final Technical Memorandum No. 4, ITS User Services and Market Packages for the MAG
        Region, has been distributed to the RISG via mail. Henry Wall asked if everyone had received
        their copy and if there were any questions on Final Technical Memorandum No. 4. The RISG
        indicated they had received copies and there were no questions.

        3.2 Task 8, Develop Regional ITS Architecture
        Draft Technical Memorandum No. 5, MAG Regional ITS Architecture, was distributed to the
        RISG for review and comment. Henry Wall discussed the logical architecture and the
        communications and transportation layer of the physical architecture. The RISG members
        participated in an active discussion on Table 2 of Technical Memorandum No. 5, which presents
        the existing level of deployment in the MAG region of the National ITS Architecture subsystems.
        It was agreed that at this time no subsystems should be categorized as having a "high" level of

implementation in the MAG region. Distinguishing between "low" and "moderate" levels of implementation is difficult because they are not clearly defined. It was suggested that each individual agency should decide the level of implementation that they need for each of the ITS subsystems. Based on their own needs, the agencies should then decide if they are currently at a high, moderate, or low level of implementation. Tom Fowler was asked to review both Tables 2 and 3, which show the existing and future level of implementation of the subsystems, and provide an updated version based on them to the RISG for review. To further discuss the existing level of subsystem implementation as well as provide an opportunity for more input from the RISG into the architecture, it was decided that a second meeting would be held in two weeks after the RISG has had time to thoroughly review Technical Memorandum No. 5. Henry Wall then presented the institutional architecture. Henry discussed both the existing institutional architecture as well as a proposed future institutional architecture. He noted that it is not the intent of the ITS Strategic Plan Update to assign agencies or individuals to the roles identified in the proposed future institutional architecture. The RISG recommended that the future institutional architecture should consider the recommendations from the future of AZTech study.

3.3 Task 9, Define Operational and Maintenance Strategies

Doug Sallman of Cambridge Systematics presented an overview of the ITS Deployment Analysis System (IDAS). Doug discussed the ITS elements that will be included in the cost estimate for operations and maintenance. Doug noted that the ITS elements that will be deployed by the private sector, such as In-Vehicle Traveler Information Systems and Handheld Personal Device Traveler Information Systems, will not be included in the operations and maintenance cost estimates for the MAG region because the private sector will be responsible for those costs. Tim Wolfe noted that many of the agencies have numbers available on their own operations and maintenance costs. Henry Wall asked if these numbers were all in one place. The RISG agreed they were not, however Sarath Joshua pointed out that most of the operations and maintenance costs for the freeway management system components were available in the PECOS Study. Rather than include those numbers at the start of the IDAS model, it was decided that the RISG would wait for the estimates from IDAS and then adjust the IDAS numbers if needed if they do not seem to correspond with operations and maintenance costs that are known in the MAG region.

4.   ### Next Meeting

To further discuss Technical Memorandum No. 5, MAG Regional ITS Architecture, and provide an opportunity for more comment, a meeting was set up for April 29, 2000 at 1:30 PM. The meeting will take place at the MAG offices and a phone number will be set up for those that wish to participate via conference call. Sarath will notify the RISG of the phone number and the meeting room. Comments from the RISG on Technical Memorandum No. 5 will be due from the RISG by Friday, March 31, 2000.

The next RISG meeting will take place on Wednesday, April 19, 2000 at 10:00 AM following the MAG ITS Committee Meeting. The agenda will include distribution of final Technical Memorandum No. 5 and a review of Draft Technical Memorandum No. 7, ITS Telecommunications Plan.

5.   ### Adjournment

The meeting was adjourned at 11:30 AM.